

## **Regulations on Practical Courses and Laboratory Operations at Hamm-Lippstadt University of Applied Sciences, valid from May 12, 2020**

HSHL will allow the following to resume with a staggered start beginning May 12, 2020 at the earliest

- specific curricular courses that must be held in person because they are dependent on special premises, equipment or other special framework conditions (e.g. laboratories, work rooms, workshops) and are necessary for completing courses of study or to avoid significant delays in courses of study.
- laboratory operations in specific laboratories after they have been registered and approved by the Head of Department and the Presidium (VP 2).

The implementation is subject to the condition that a risk assessment for the corresponding premises is assessed positively. For the resumption of operation, the existing risk assessments are expanded to include the aspects that result from the corona virus. Technical and organizational measures as well as regulations on personal protective equipment (PPE) must be taken to prevent the spread of infection.

The following points must be taken into account by all teachers and students as well as project and experiment managers and academic staff:

1. Persons with respiratory symptoms (unless cleared by a doctor) or fever are not allowed to take part in in-person courses and laboratory operations and are not allowed to enter the university.
2. The distance rule of 1.5 m must be observed in the laboratory and – if possible – made clear by means of distance markings. Non-medical-grade face masks must be worn during courses and laboratory activities if it is possible that the necessary distance may unintentionally not always be maintained. Students are responsible for the procurement of a suitable face mask. Employees can be supplied with face masks through HSHL.
3. Student participation is voluntary. Students belonging to a high-risk group ([https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogruppen.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html)) are advised to speak to the person in charge of the course about the possibility of alternatives.
4. Employees who belong to a high-risk group (see above) are also not obliged to participate in in-person courses and laboratory activities. Affected employees are to report this to their supervisor (without specifying the medical indication). If there is any uncertainty about the existence of a pre-existing condition, medical advice should be obtained. The company physician can also be contacted at any time if questions remain.
5. Only areas that are necessary for the immediate completion of the work may be entered.
6. Attendance at HSHL must be limited to the time required to complete the work. If possible, paperwork should be done at home.
7. For each course group, the person in charge of the course must maintain lists for the registration of names, addresses, telephone numbers and the workplace numbers (if any) of the participants, so that contact persons can be identified as quickly as possible. If there are no workplace numbers, the person in charge of the course must draw up a seating plan. When collecting data, all aspects of data protection must be observed. This regulation also applies to laboratory operations; the lists are to be kept in the respective laboratories.
8. The course rooms either have automatic ventilation or should be adequately aired out using natural ventilation.
9. Group work cannot be carried out. The design of practical experiments or other work must be

adjusted accordingly. Experiments that lead to physical exertion or physical contact should also not be carried out.

10. All participants must wash their hands thoroughly before beginning, observing the distance rule. If there is no possibility to do so in or at the course room, hand disinfection can be carried out before the course. This is to avoid contamination of the devices, surfaces, containers, etc. used in order to make extensive cleaning work unnecessary after each course.

11. The content of the required instruction before the course or work begins is based on the customized individual risk assessment. At the beginning of each course series, every person in charge of the course must instruct the students on the hygiene regulations, distance rules and the “keep your hands low” rule (avoidance of hand contact with the face if possible). Students should also be asked to avoid forming groups before and after the course and to keep a minimum distance between each other when entering and leaving the rooms. This instruction is to be carried out orally and documented by the signature of the participants (if necessary, together with the list of participants) with their own pen. The person in charge of the course should ask the participants to arrive early before the course, as the preparations take some time.

The risk assessment also provides specifications for the room/building situation:

1. A course may only be held after a risk assessment for the respective room has been completed.
2. The assessment checks and bindingly determines the maximum number of people allowed in the respective room so that the distance rule of 1.5 m between the workplaces can be observed. If the workstations are too close together, for example, only every second workstation can be used.
3. Depending on the number of courses and laboratory work carried out at the same time, different paths in the hallway or in the building for the individual experiments and laboratories may have to be defined in order to avoid crowds or lines and also to maintain a minimum distance of 1.5 m. Distance markings will possibly need to be made in the halls and in the stairwells. In individual cases, it must be clarified whether it makes sense to reach the course rooms via fire escapes, one-way street regulations or direct access.